

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Correction (DOC) Training & Resource Center
Principal Use Office/Warehouse/Other	Professional Office, Training Center
Employee Headcount at Premises	18
Transaction Number	TR. 17-09-903

	Desired	Alternates Accepted
Service Area and Boundary Requirements	<p>Within Washington County, TN. Must be within walking distance to public transportation or busline. Boundary is as follows:</p> <p>North: State Rt 73 connects with State Rt 36, Flourville Road, Carrol Creek Road, Bristol Hwy (US 11E/19W)</p> <p>East: Bristol Hwy (US 11E/19W) connects to Knob Creek Dock Road, S Austin Springs Road, E Oakland Ave, Princeton Road</p> <p>South: Princeton Road connects to N Roan Street which turns into John Exum Pkwy to West Market St</p> <p>West: West Market Street to Claude Simmons Rd, Knob Creek Rd, Boones Creek Rd, Highland Church Road, Shadden Rd which connects to State Rt 75</p>	NO
Parking Requirements	<p><u>Minimum Vehicle Spaces Requested</u></p> <p>Free paved, well lighted, striped parking . The parking provided shall include handicap parking to meet the relevant code requirements and special considerations below.</p> <p>DOS Employee <u>18</u> Client <u>30</u> = Total required <u>48</u></p> <p>Agency prefers separate client and staff parking with separate entrances to building.</p>	
Usable (USF) & Rentable (RSF) Contiguous Square Footage	<p>Required USF <u>9,800 – 10,400</u> / estimated RSF <u>10,800 – 11,400</u></p> <ul style="list-style-type: none"> The State intends “contingous” to mean space that is adjacent on a single-level, ground floor level. USF does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. Proposals with square footages outside a <u>10%</u> deviation (up or down) are considered “Alternates”, and may be rejected. 	No

	<ul style="list-style-type: none"> The actual square footage and space layout will be determined by programming and space planning after lease is signed. 	
Special Buildout and Other Specifications	<ul style="list-style-type: none"> Turnkey buildout in accordance and inconjunction with Schedule 1, Schedule 2, Schedule 3, and Pro Forma Lease Template including, Exhibit D. All final design work is subject to State and Agency approval after lease is executed. All State leased offices are required to obtain State Fire Marshall Office approval or waiver. Building must include 24 hour access, appropriate HVAC, and other applicable building mechanics as appropriate for business operation. 	
Term Length	Seven (7) year lease term with three (3) one-year renewal Options.	Yes
Commencement Date	On or before April 1, 2019 in accordance with Lease, Exhibit A, Paragraphs 19 & 20.	
Termination Options	Termination for Convenience: 90 day per Block 6 of Lease. Termination for Cause: see Lease - Exhibit A, Paragraph 5.	
Terms and Conditions	<p>As set forth in State of Tennessee Pro Forma Lease. A copy of the Pro Forma Lease document can be found at www.tnrfp.com https://www.tn.gov/generalservices/real-estate/lease-management/lease-proposal-requests--lprs-.html underneath "Standard Forms" at "Lease Template"</p> <p>Comments to the Lease Template is requested with submission of the Lease Proposal Quotation Form.</p>	
Utility, Services and Other Costs	Preference is for FULL SERVICE Gross lease with no pass throughs; however, Proposal may be quoted as FULL SERVICE or MODIFIED GROSS with Tenant paying Utilities and/or Janitorial. Utilities must be separately metered for modified gross consideration.	

Communications:

Interested parties must direct all communications regarding this procurement to the leasing coordinator the State's official point of contact. Email is the preferred form of communication.

Name: Brannon Butler, Leasing Coordinator

Phone Number: (615) 354-3448

Email: rfp.coordinator@tn.gov

The completed “Lease Proposal Form” aka Lease Proposal Quotation Form must be submitted as follows no later than Thursday, February 22, 2018 by 2:00 p.m. (Central time).

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

(It is recommended that any email submission be sent ‘returned receipt requested’ and confirm email is received)

And/Or

Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith Herren, Procurement Officer

William R. Snodgrass Tennessee Tower 3rd Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: 615-428-9840 or 615-532-7475

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal Evaluation Method, by using the following link:

https://www.tn.gov/content/dam/tn/generalservices/documents/stream/leasing/Section_IV-STREAM_LeaseProposalPackage-Evaluation_Method.pdf

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

PROJECT SPECIFIC REQUIREMENTS

The space must be professional office use and capable of meeting all of the requirements of the agency, including geographic location, square footage, parking and any special requirements identified below and in the Schedules applicable to the Agency.

Landlord furnishes window blinds for all outside windows.

Attached separately:

Schedule 1: Space Needs Analysis

Schedule 2: Concept Study (example floor plan)

Schedule 3: Preliminary Zone Placement Summary Sheet

DOC – SCHEDULE 1**SPACE NEEDS ANALYSIS**

This document can be used to determine square footage needs.

O=Open Office Area, H=Hard Wall Office.

11/9/2016

Space Needs Analysis Report

SNA Number: 32901-90-02

Agency: TDOC Washington Co.

Description: Johnson City, TN

Prepared by: FMG

Checked by:

Personnel Total: 18 SNA Date: 11/8/2016

<u>Type</u>	<u>Standard</u>	<u>Description</u>	<u>Wall</u>	<u>Area</u>	<u>Count</u>
P	00000	Spectrum Facilitator In office 50% to 74% of time.	O	51	1
P	73162	ASA 2 Space included in Reception Cubical.	None	0	1
P	73633	Program Director	H	120	1
P	78132	Correction Counselor 3	O	51	3
P	78133	Correction Counselor 2	O	51	8
P	78143	P/P Officer 3 In office 25% to 49% of time.	O	51	2
P	79661	Forensic Social Worker In office 50% to 74% of time.	H	120	2
S	CBR	Client Break Room Space for 20 chairs (no tables). Lessor to provide 2 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied vending machines. Agency requesting that there be no base and wall cabinets or sink.	HA	400	1
S	CIR	Client Interview Room Used for conducting interviews with clients.	H	100	2
S	CR	Conference Room Seating for 15. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.	H	250	1
S	CR1	Class Room 1 Minimum seating for 30 at tables. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.	HA	900	1
S	CR2	Class Room 2 Table based training for 15. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.	HA	450	1
S	CRCWR	CRC Waiting Room Community Resource Center waiting room with seating for 10. With transaction countertops and locking sliding pass-thru window to Reception cubical. Waiting room will need direct access to one unisex single stall client restroom. Client and staff restrooms will be separate and will not share the same plumbing wall.	HA	300	1
S	CTR	Computer Training Room	HA	600	1

Space Needs Analysis Report v1.0 (Archibus)

11/9/2016

Page:

1

Computer training for 15 students. Agency will be using a minimum of 16 desktop computers (15 - for students and 1 - for instructor) and 1 - network multi-function printer. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.

S	DRCWR	DRC Waiting Room	HA	300	1
Day Reporting Center waiting room with seating for 10. With transaction countertops and locking sliding pass-thru window to Reception cubical. Waiting room will need direct access to one unisex single stall client restroom. Client and staff restrooms will be separate and will not share the same plumbing wall.					
S	DTPR	Drug Testing Prep. Room	H	100	2
Countertop with sink.					
S	DTR	Drug Testing Room	H	100	2
Each room with watercloset and countertop with sink.					
S	E	Enclave	H	120	1
Offender orientation and assessment.					
S	EBR	Employee Break Room	H	150	1
With base and wall cabinets, countertop with sink. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied coffee maker, microwave, refrigerator and possible vending machine.					
S	FAH	Free Address Hoteling	O	51	3
Used by traveling staff, interns and volunteers.					
S	FSR	File Storage Room	H	200	1
S	MA	Mail Area	O	48	1
S	MER	Medical Exam Room	H	200	1
Used for wellness screening with sink, countertop and cabinets. Agency will supply exam table and medical equipment.					
S	MFC	Multi-Function Copier	O	50	2
S	PSB	Paper Shredder Bin	O	6	1
S	RB	Recycle Bin	O	6	1
S	RC	Reception Cubical	O	100	1
Used by ASA 2.					
S	SER	Security Equipment Room	H	48	1
Room for agency supplied building security monitoring and recording equipment. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for this room. Room must be temperature controlled.					
S	SR	Supply Room	H	100	1
S	TC	Telecom. Closet	H	80	1
For telephone and computer equipment. Room must be temperature controlled.					
S	TR	Training Room	HA	450	1
Table based training for 15 students. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.					

Space Needs Analysis Report v1.0 (Archibus)

11/9/2016

Page: 2

Comment:

Day Reporting & Community Resource Center. Lessor must design HVAC system in all training and meeting rooms to maintain proper temperatures with doors closed. Agency will be installing building security alarm system including video cameras throughout space.

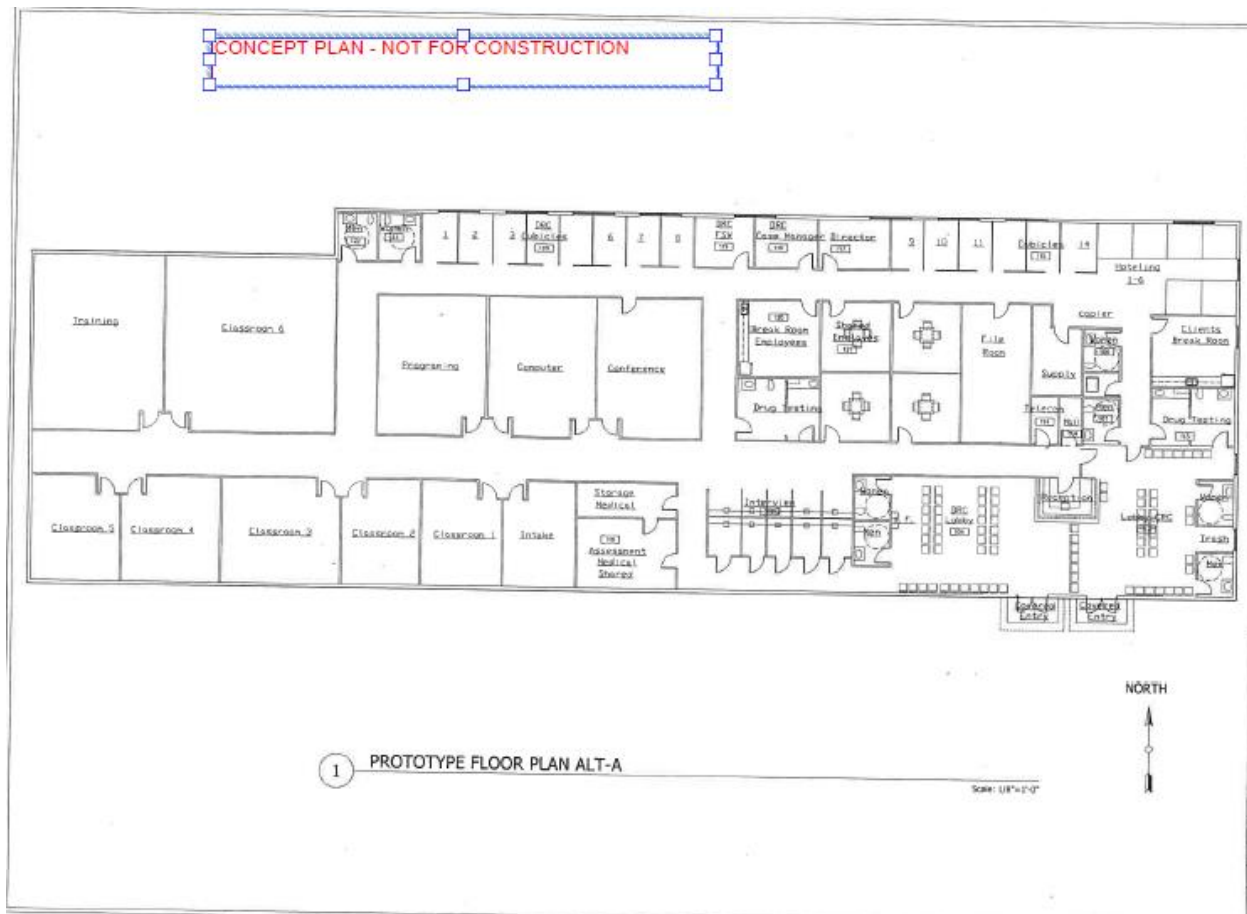
SNA Number: 32901-90-02

Major Circulation:	30%	2,250
Total Area Needed:		7,501
GRAND TOTAL:		9,751

Suggested Range:	<u>Min.</u>	<u>Max.</u>
Usable:	9,800	10,400
Rentable:	10,800	11,400

DOC – SCHEDULE 2

Concept Plan for illustrative purposes only – Not for construction.



DOC - SCHEDULE 3

Preliminary Zone Summary Sheet*

To be used in conjunction with Schedule 1 – Space Needs Analysis

This summary sheet is to provide a guide to programming needs, but it is not final.

The State designer and agency will make final decisions on placement and area needs.

The Correction Training facility offers a combined rehabilitative program (DRC) and a community resource center (CRC). Agency prefers separate entrances and waiting room for operations of two difference program (DRC and CRC). A combined waiting room for DRC and CRC may be considered if programming needs can be met. **

Zone 1 Public

DRC Waiting Room (300 sf)**

CRC Waiting Room (300 sf)**

*Agency may consider combining waiting rooms if program needs allows (subject to Agency approval)

Zone 2 – Shared Areas utilized by Staff and Clients partially secure

- Client Restrooms Male and Female (accommodates a minimum 50 participants) [located in Zone 1 or 2 depending upon availability of space]
- CRC - Medical Exam Room (200 sf)
- Shared - Training Room (450 sf)
- Shared - 2 Client Interview Rooms (100 sf ea)
- Shared - 2 Drug Testing Rooms (100 sf)
- Shared - 2 Drug Testing prep Room (100 sf)
- Shared - Computer Training Room (600 sf) – To accommodate space for 15 computers
- DRC - Client Breakroom (400 sf)
- 1 Class Room #1 (900 sf)
- 1 Class Room #2 (450 sf)
- 1 enclave (120 sf)

Zone 3 - Secured Staff Zone

Hardwall Office Spaces

- Reception cubicle/office (100 sf) should also be adjacent to Zone 1 waiting room
- Program Director's office (120 sf)
- 2 Forensic Social Worker's office (120 sf ea)
- Employee Break Room (150 sf) (Should accommodate enough space for all employees to have lunch at one setting)
- Conference Room (250 sf)
- File Storage (200 sf)
- Supply Room (100 sf)
- Security Equipment Room (48 sf) temperature controlled)
- Telecom Closet (80 sf) – temperature controlled

Open Office Areas

- 3 Free address hoteling cubicals (51 sf ea)
- 14 staff cubicles (51 sf ea) Open space (furniture to be provided by Tenant)
- Mail Area (48 sf)
- Office Operations Multi-functional copier, paper shredder bin, recycle bin

*If there is a discrepancy between the Space Needs Analysis and the Preliminary Zone Summary Sheet, the Space Needs Analysis prevails.